Environmental Protection Agency

Vehicle Test Scheduling Procedure

This procedure is written for the Environmental Protection Agency, National Vehicle and Fuel Emissions Laboratory (NVFEL) internal use. The use of specific brand names by NVFEL in this procedure are for reference only and are not an endorsement of those products. This document may be used for guidance by other laboratories.

NVFEL Reference Number

600

Implementation Approval

Original est Procedure Authorized by EPCN #295 on 04-16-2001

Revision Description

(1)   xx-xx-xx   The purpose of this change is to revise the procedure as described in EPCN #XXXX.

Table of Contents

Attachments

Figures

Figures Continued

1.   **Purpose**

The purpose of this procedure is to document the steps required for assigning a test number to a Certification or to a Recall test with the Micron computer in the Scheduling Office at the National Vehicle and Fuel Emissions Laboratory (NVFEL).

2.   **Test Article Description**

All vehicles scheduled for testing at the NVFEL.

3.   **References**

3.1   "Code of Federal Regulations," Title 40, Subpart A and Subpart B

3.2   Environmental Protection Agency (EPA) current safety policies

4.   **Required Equipment**

4.1   Micron computer

4.2   Color Printer

5.   **Precautions**

Not applicable

6.   **Visual Inspection**

Not applicable

7.   **Test Article Preparation**

The test scheduler verifies all data is correct prior to printing all forms.

8.   **Test Procedure**

     100   **Verification of Required Entries**

     101   Turn the computer and monitor power on.

     102   Press "Control+Alt+Delete" to log on.

     103   Enter the correct password.

     104   Click on the "Filemaker Pro" icon, located on the computer desk top.
                     See the arrow in Figure 1.
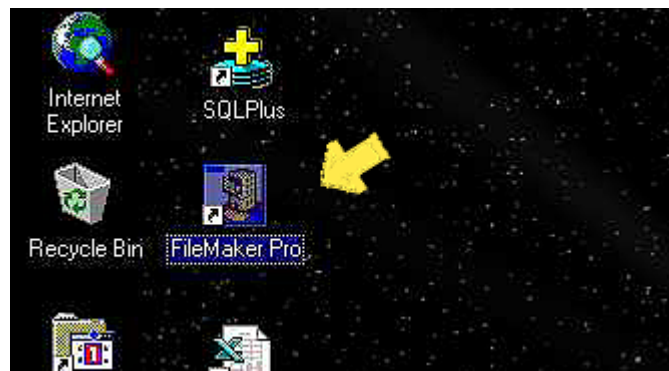
Figure 1
Filemaker Icon on Desktop Screen

     105   Select "Open an Existing File" option. See the arrow in Figure 2.
                     Click on the "OK" button

Figure 2
Filemaker Pro Panel Screen

106   When "Open File" screen appears, click on the "Hosts" button. See the arrow in Figure 3.
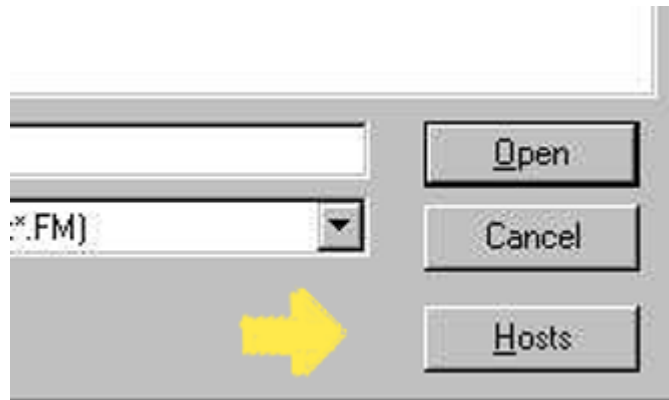
Figure 3
"Open file" Screen

107   When "Hosts" screen appears, click on and highlight the "204.47.209.71" option. See the arrow in Figure 4.
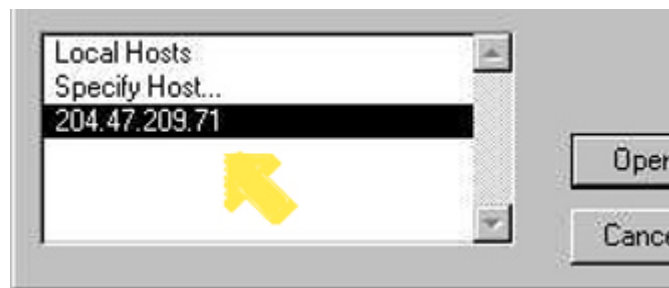
Figure 4
"Hosts" Screen

108   When the next "Hosts" appears, click on and highlight the "STAR Guide fp3" option. See the arrow in Figure 5. Click on the "OPEN" button.
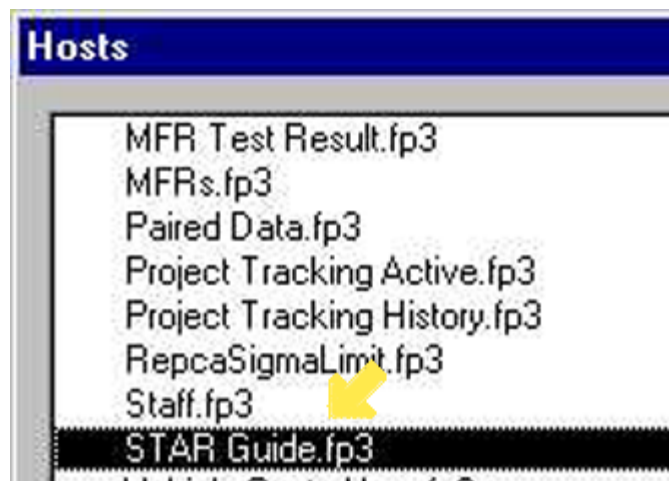
Figure 5
"Hosts" Screen

109   When file "STAR Guide fp3" screen appears, enter password and click on the "OK" button.

110   When "STAR GUIDE MENU" appears, click on the "Vehicle" button. See the arrow in Figure 6.
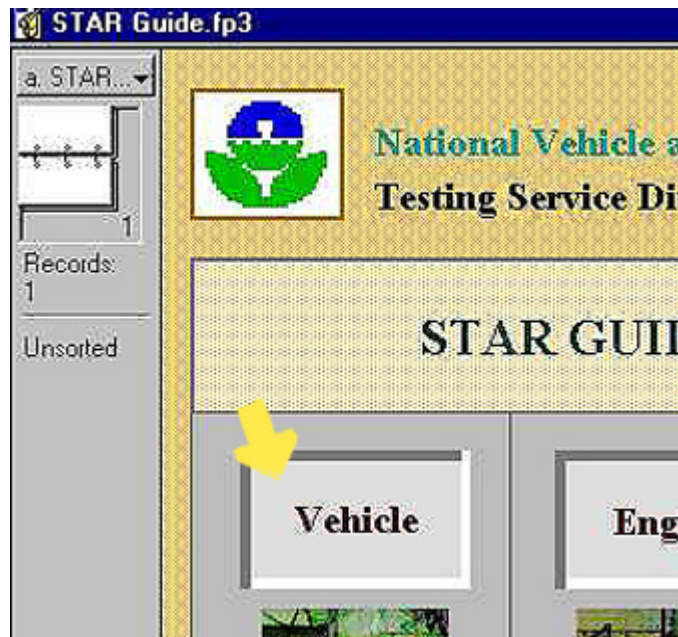
Figure 6
"STAR GUIDE MENU" Screen

111   When "Vehicle Guide" screen appears, click on the "Active" button under "Vehicle Request" header. See the arrow in Figure 7.

Figure 7
"Vehicle Guide" Screen

112   When "Vehicle Request Menu" screen appears, click on the "Edit/Enter" button. See the arrow in Figure 8.

Figure 8
"Vehicle Request Menu" Screen

113   When "Request Details" screen appears, click on "General Vehicle Info" button in the related screen. See the arrow in Figure 9. Verify that the entries are correct in the Vehicle Information Report (VIR), before starting the assignment of test numbers.

Figure 9
"Request Details" Screen

114   Click on the "Specific Vehicle Info" button. This fills in the second section of the VIR. See the arrow in Figure 10.

Figure 10
"Request Details" Screen

115   Click on the "General Test Request" Button. This fills in the third section of the VIR. See the arrow in Figure 11.

Figure 11
"Request Details" Screen

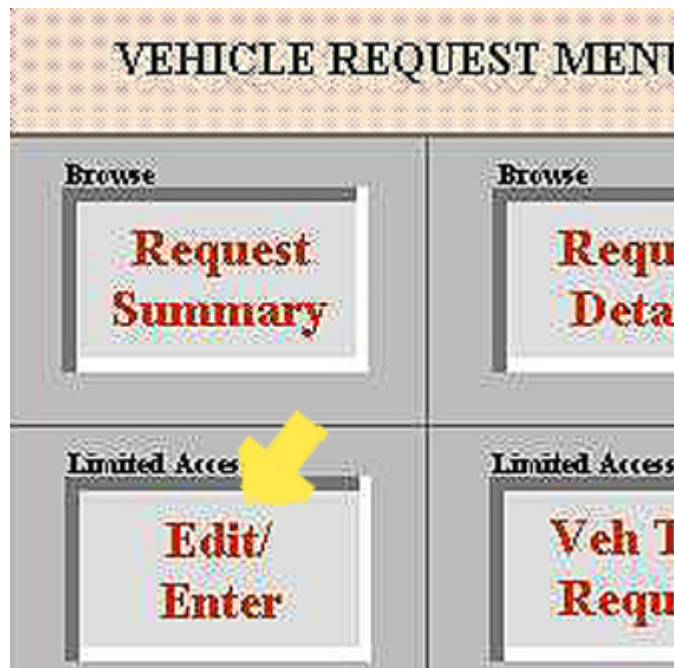116   Click on the "Specific Test Request" button. This fills in the fourth section of the VIR. See arrow #1 in Figure 12.
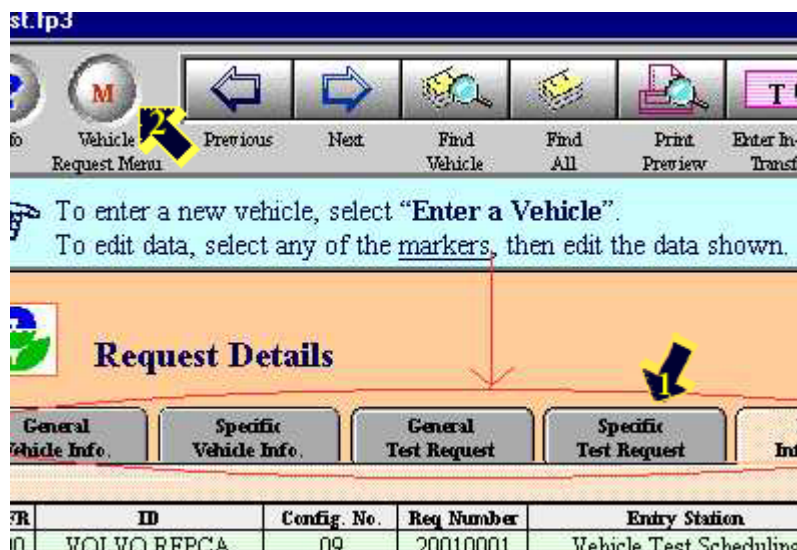
Figure 12
"Request Details" Screen

200   **Assignment of Test Numbers**

201   On the "Request Details" screen of Figure 12, click on the "M" button above the words "Vehicle Request Menu." See arrow #2 in Figure 12.

202   When "Vehicle Request Menu" screen appears, click on the "Veh Test Request" button. See the arrow in Figure 13.

Figure 13
"VEHICLE REQUEST MENU" Screen

203   When "Vehicle Request fp3" screen appears with "Vehicle Test Request List" on it, click on the "Find Vehicle" button. See the arrow in Figure 14.
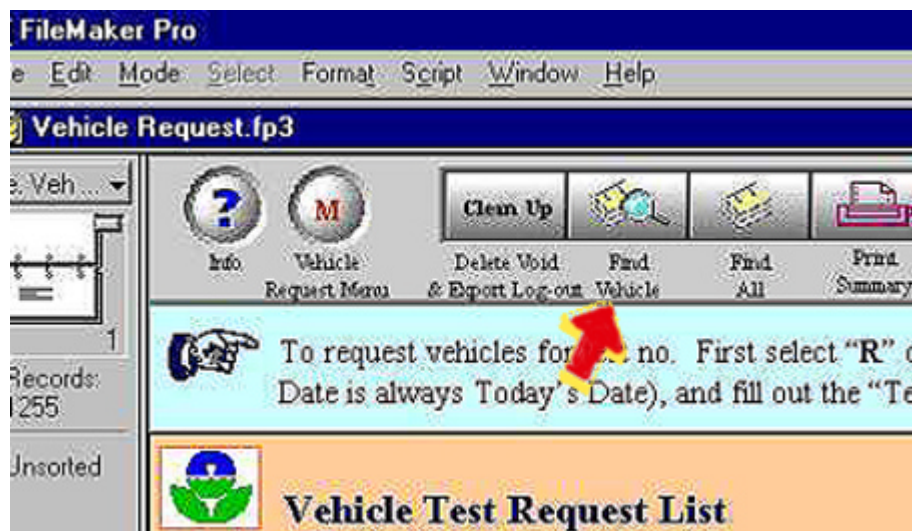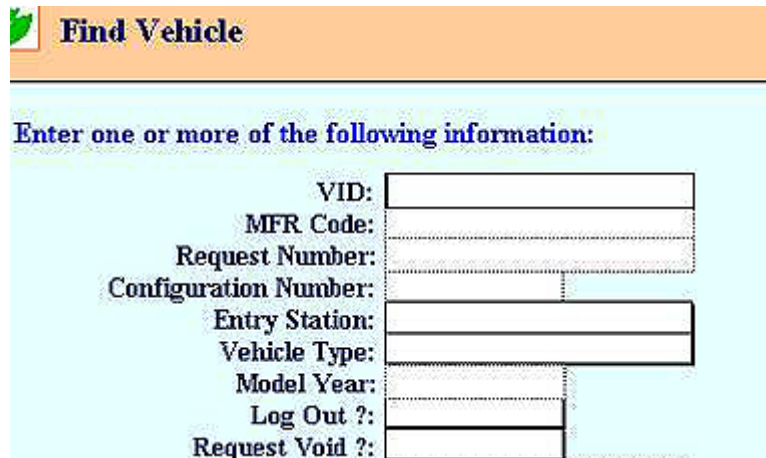
Figure 14
"Vehicle Test Request List" Screen

204   When "Find Vehicle" screen appears, enter the VID data and the configuration data from the CERTIFICATION VEHICLE TEST REQUEST REPORT
See Attachment A.

Press "Return" when done.
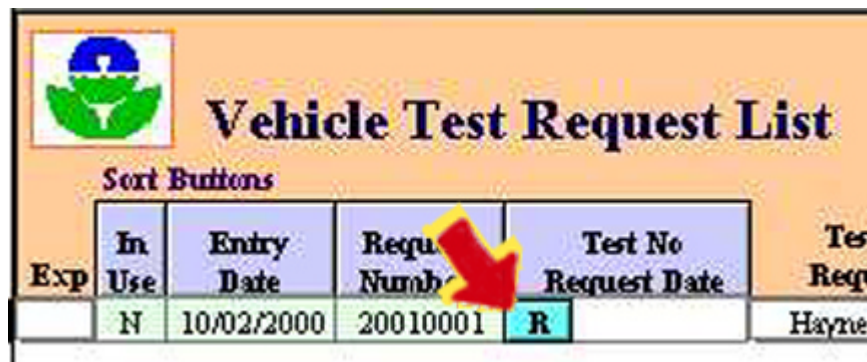
Figure 15
"Find Vehicle" Screen

205   When "Vehicle Test Request List" screen appears, click on the "R" button under "Test No. Request Date." See the arrow in Figure 16.

Figure 16
"Vehicle Test Request List" Screen

206   Click on the name of the "Test No. Requester" on the pull down menu. See the arrow in Figure 17.
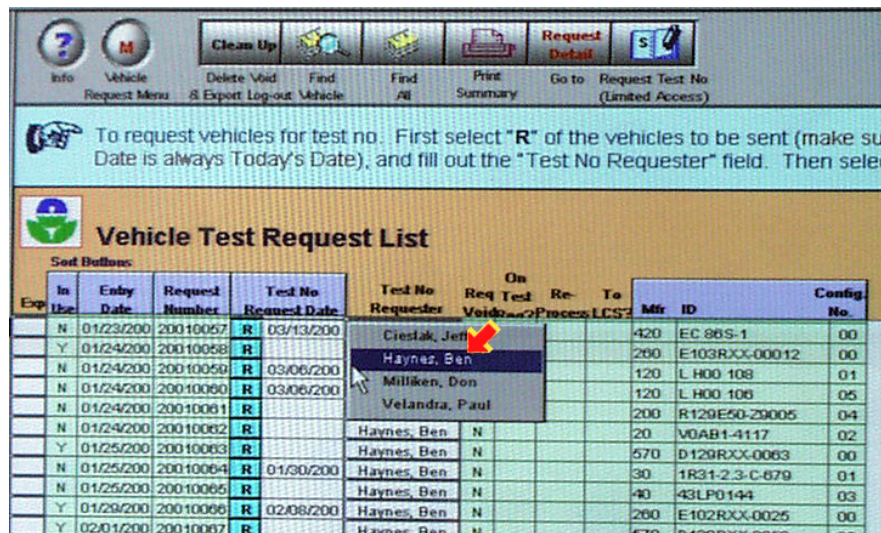
Figure 17
"Vehicle Test Request List" Screen

207   On the "Vehicle Test Request List" screen, click on the "Request Test No." button. See the arrow in Figure 18.
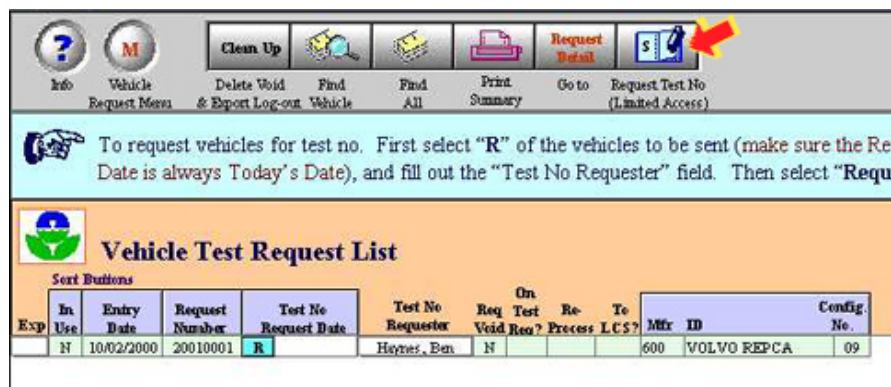
Figure 18
"Vehicle Test Request List" Screen

208   When the "Vehicles to Test Request Active" screen appears, click on the "Test Req. Active" button. See the arrow in Figure 19.

Figure 19
"Vehicles to Test Request Active" Screen

209   When "Test Req Active Summary" screen appears, enter data in each of the six fields. The fields are: (Arrow 1) Test Date, (Arrow 2) Fuel Type, (Arrow 3) # of Preps, (Arrow 4) Can Load, (Arrow 5) IN OUT, and (Arrow 6) Number of Requests.
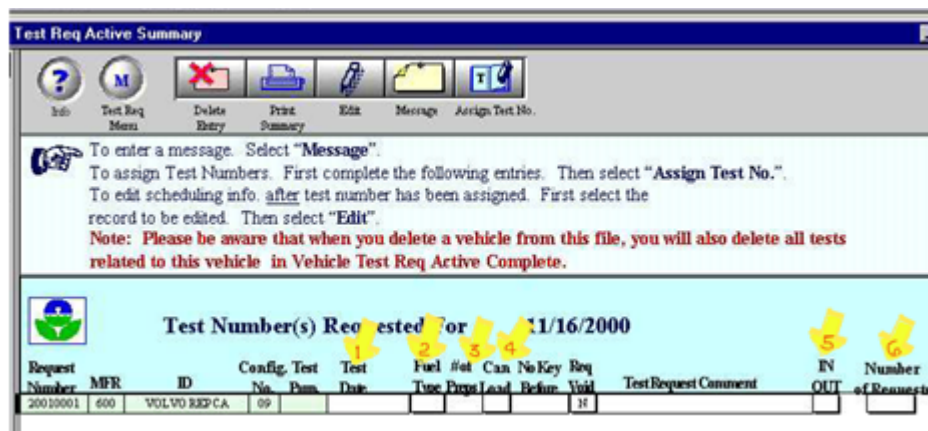
Figure 20
"Test Req. Active Summary" Screen

210   On the "Test Req. Active Summary" screen, click on the "Assign Test No." button.
       See the arrow in Figure 21.

Figure 21
"Test Req. Active Summary" Screen

211   The "Vehicle Test Req Active Summary" screen appears, subtitled "Assign Test
       Numbers." This allows you to verify the entries and modify them if needed.

Figure 22
"Vehicle Test Req. Active Summary" Screen

212   Once you verify the data, click on the "Submit" button. See the arrow in Figure 23.

Figure 23
"Vehicle Test Req. Active Summary" Screen

213   When "Test Number Assignment" screen appears, fill in the six fields for each test number on record. The six fields are: (Arrow 1) Test Purpose, (Arrow 2) Test Procedure, (Arrow 3) Follow by Enhanced Evap?, (Arrow 4) To LCS?, (Arrow 5) Shift Sch ID, and (Arrow 6) LCS TP. See the numbered arrows in Figure 24.

Figure 24
"Test Number Assignment" Screen

214   Repeat the process for additional test assignments. When you are done, click on the "X" in the upper right hand corner of the screen to exit and return to "Vehicle Guide." See the arrow in Figure 25.

Figure 25
"Vehicle Test Req. Active Summary" Screen

215   On the "Vehicle Guide" screen, click on the "Active" button under the "Vehicle Request" header. See the arrow in Figure 26.

Figure 26
"Vehicle Guide" Screen

216   When the "VEHICLE REQUEST MENU" screen appears, click on the "Edit/Enter" button. See the arrow in Figure 27.
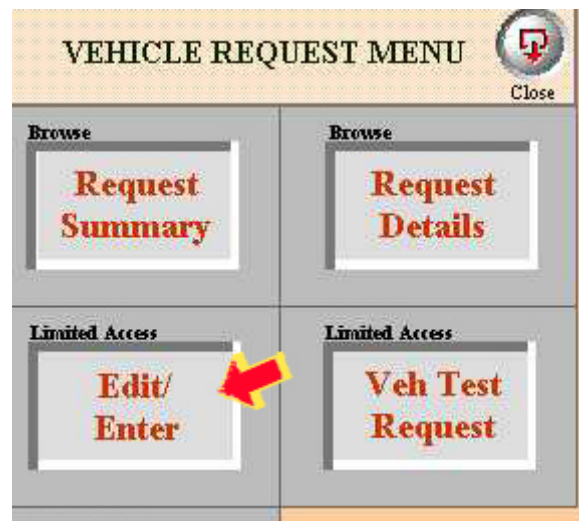
Figure 27
"VEHICLE REQUEST MENU" Screen

217   The "Request Details" screen appears. On it you will find the last test numbers assigned. Click on the "Print Preview" button. See the arrow in Figure 28.
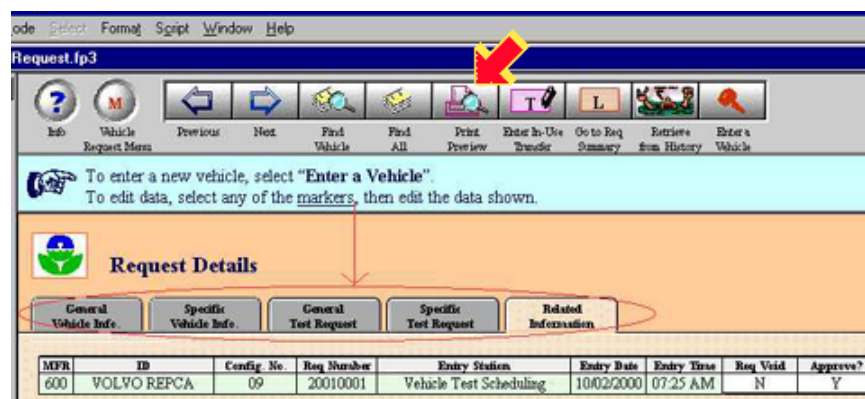
Figure 28
"Request Details" Screen

218   When the "Vehicle Request.fp3" screen appears, click on the "Form Status" menu bar. See the arrow in Figure 29. Select "Vehicle Test Request Report w/Test Numbers" from the menu list.

Figure 29
"Vehicle Request.fp3" Screen

219   On the "Vehicle Request.fp3" screen, click on the "Print" button. See the arrow in Figure 30.

Figure 30
"Vehicle Request.fp3" Screen

220   When the prompt "Select Print Current Record in the Print Dialog box" appears, click on the "OK" button. See the arrow in Figure 31.

Figure 31
Select "Print Current Record" Screen

221   Verify that the "Print" box shows "Current Record", and then enter the number of copies you wish to print. See arrow 1 in Figure 32.

         Click on the "OK" button. See arrow 2 in Figure 32. This will print the "Vehicle Information" sheet. See Attachment B.
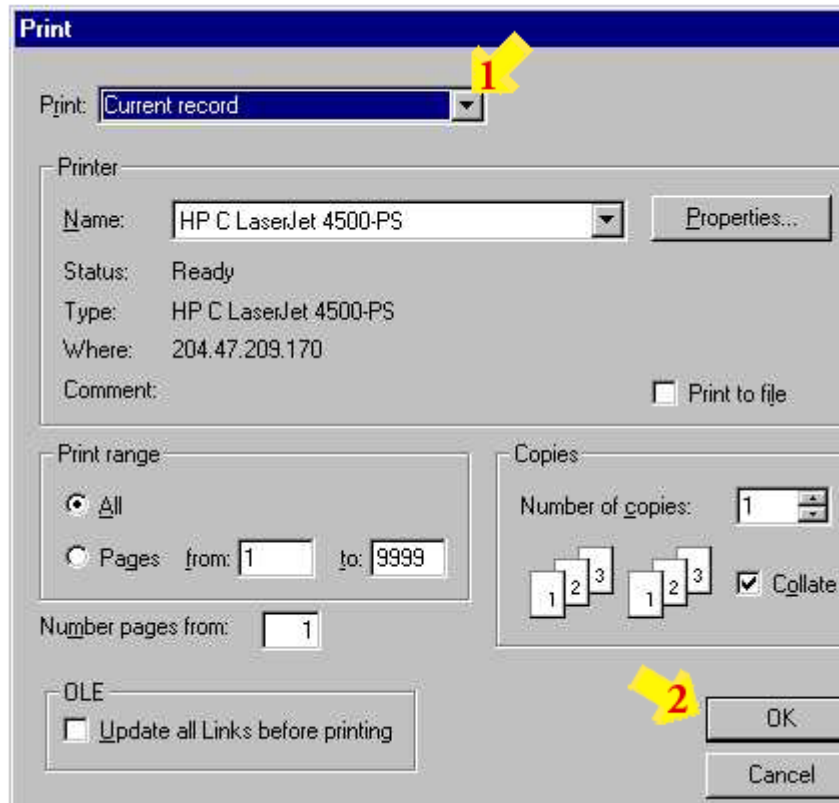
Figure 32
"Print" Screen

222   When the "Do you want to print forms?" dialog box appears, select "print" if you need the forms or "no" if you do not need them.
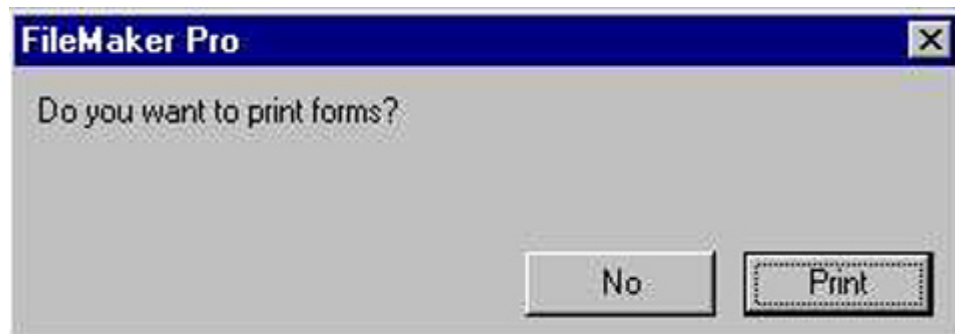
Figure 33
"Print Forms" Selection Screen

223   When the "Vehicle Request.fp3" screen reappears, click on the "Return" button. See arrow in Figure 34.

Figure 34
"Vehicle Request.fp3" Screen

224   When the "Vehicle Guide" screen appears, click on the "Complete" button under "Active", under "Test Request" header. See the arrow in Figure 35.

Figure 35
"Vehicle Guide" Screen

225   When the "Vehicle Test Request Active Complete Menu" screen appears, click on
        the "Edit" button. See the arrow in Figure 36.

Figure 36
"VEHICLE TEST REQUEST ACTIVE COMPLETE MENU" Screen

226   When the "Complete Test Requests for mm/dd/yyyy" screen appears, click on the
        "Veh. Test Data Sheet" button. See the arrow in Figure 37.
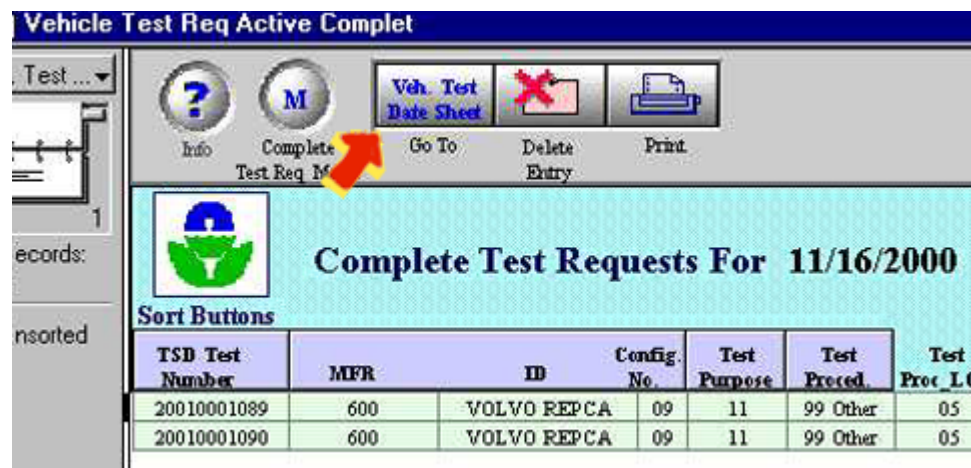
Figure 37
"Complete Test Requests For mm/dd/yyyy" Screen

227   When the "Vehicle Test Data Sheet" screen appears, click on the "Print" button.
         See the arrow in Figure 38.

Figure 38
"VEHICLE TEST DATA SHEET" Screen

228   When the "Print Current Record" or "Print Records Being Browsed" prompt
         appears, click on "OK" button. See arrow on Figure 39. This will print the "Vehicle
         Test Data Sheet." See Attachment C.

Figure 39
"Print Current Record or Print Records Being Browsed." Prompt

229   From the "Print" menu, select "Current Record" if you have only one entry or "Records Being Browsed" if you have more than one entry. See arrow #1 in Figure 40.

Then click on the "OK" button. See arrow #2 in Figure 40.
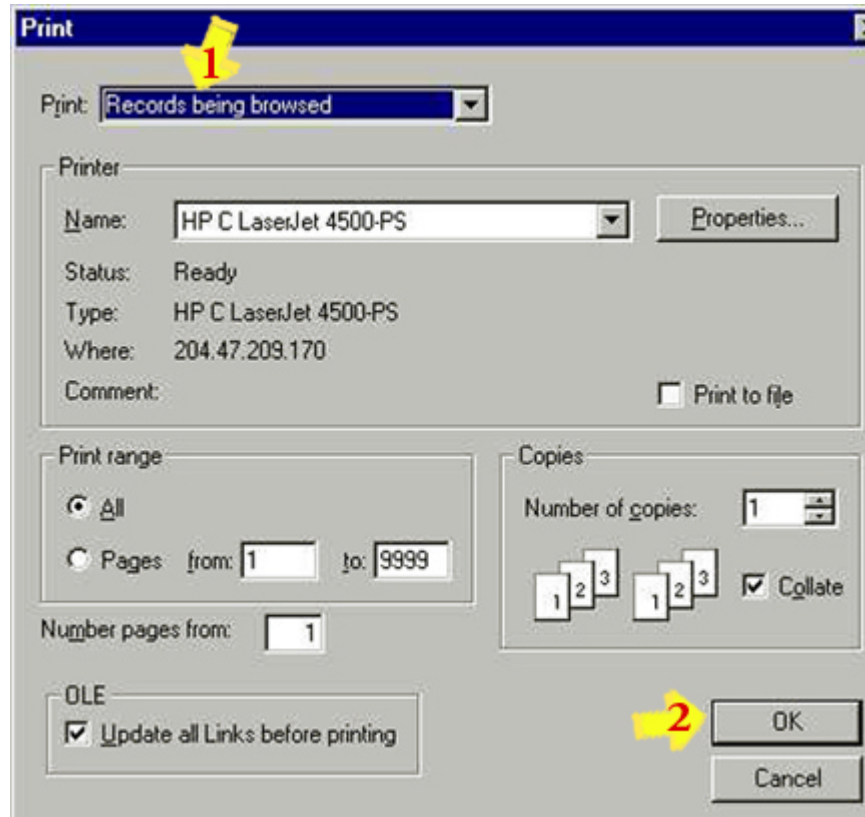
Figure 40
Print Vehicle Test Data Sheet Screen

230   On the "Print range" panel, select either "All" or highlight the page number(s) of the specific test(s) you want printed. See arrow #1 in Figure 41.

Then click on the "OK" button. See arrow #2 in Figure 41.

This completes the steps of the procedure.
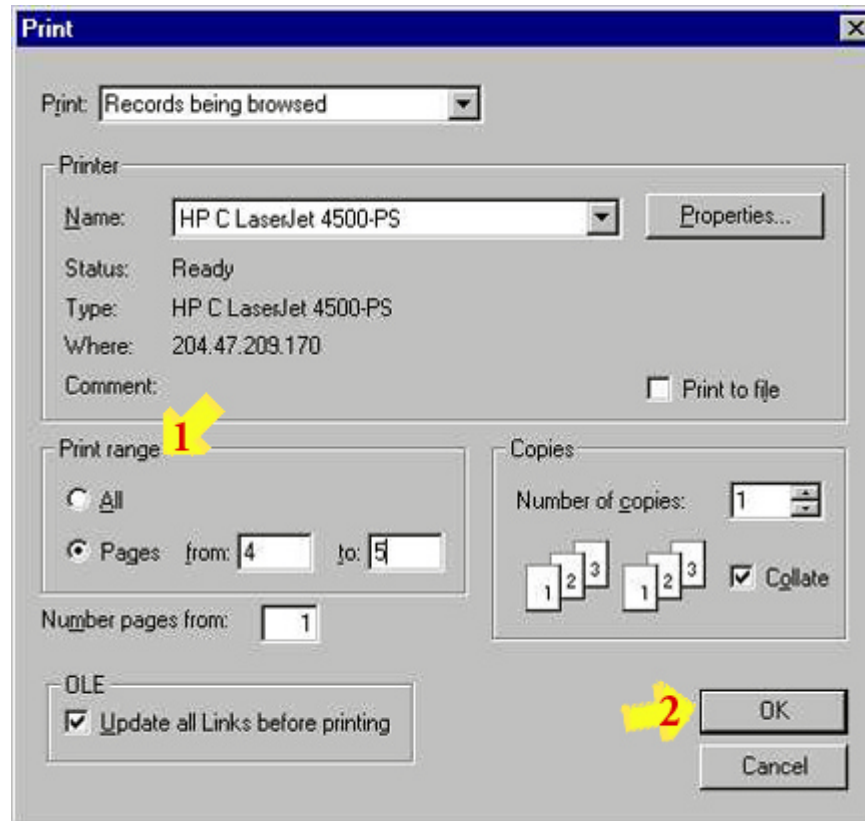
Figure 41
Select Pages To Print Screen

9.   **Data Input**

   9.1   Data from the certification database are transferred electronically to the filemaker database.

   9.2   The VID and Configuration Number are entered.

   9.3   The person entering the data selects their name from a pull down menu.

   9.4   "Test Req Active Summary" field entry:
   Test Date, Fuel Type, # of Preps, Can Load, IN OUT, and Number of Requests.

   9.5   "Test Number Assignment" field entry:
   Test Purpose, Test Procedure, Follow by Enhanced Evap?,To LCS?, Shift Sch ID, and LCS TP.

10.   **Data Analysis**

The technician who performs the data analysis must be familiar with this procedure verifies the data accuracy.

11.   **Data Output**

   11.1   Certification Vehicle Test Request Report

   11.2   Vehicle Information sheet

   11.3   Vehicle Test Data sheet

   11.4   All required forms to perform the requested test procedure.

12.   **Acceptance Criteria**

The Certification Vehicle Test Request Report is used to verify all data entered or transferred electronically is accurate.

13.   **Quality Provisions**

The Certification Vehicle Test Request Report is used to verify all data entered or transferred electronically is accurate. Any descrepencies are corrected and new forms are printed.

Attachment A

CERTIFICATION VEHICLE TEST REQUEST REPORT

General Information
Vehicle Available For Prep Date: 22-02-01
Requester: liebner   Requester Phone: 4426
Request Date: 02/21/2001   Requester Time: 01:31:07 PM

Test Request Information
MFR Code:
VID:
Configuration Number: 0
Model Year: 2002
Test Purpose: 1
Test Procedure for Test:
Test Procedure Code for Prep:
Fuel Type Code: 23 CARB Phase II Gasoline
Shift Schedule ID for Test: FTA   Shift Schedule ID for Prep: FTA
Number of Preps:
RFC: 1
Actual Dyno: 12.3
Electric Dyno Coeff Set A: -1   Electric Dyno Coeff Target A: -1
Electric Dyno Coeff Set B: -1   Electric Dyno Coeff Target B -1
Electric Dyno Coeff Set C: -1   Electric Dyno Coeff Target C: -1
Target Coast Down Time: 13.88

Test Request Comment: [Electric Dyno:N]

MFR Test Results
MFR Test Number:
MFR Test Date: 02/05/01
MFR Odometer: 4068 (M)
MFR Test Procedure: 35 CA FUEL 3 DAY EXH (BUTANE LOAD)
MFR HC: 0.0709321
MFR HCNM:
MFR CO: 1.1788702
MFR CO2: 502.04907
MFR NOX: 0.1464664
MFR PM:
MFR NMOG: 0.0526321
MFR FE: 17.295439
MFR QC: -1

Note: -1 or - means data is not available.

Print Status
Print Date: 2/21/01 Print Time: 6:33:00 PM
Version: US EPA NVFEL Certificatin Vehicle Test Request Report 4/24/2000 HFB

NVFEL Vehicle Testing Scheduler: _____11697_____

Test Date: 27 FEB 01 _____

Attachment B

EPA Testing Service Test Request Report	**Vehicle Information**	EPA TSD Use Only	Request Number: 20010076 Entry Station: DB Trans Entry Date: 02/21/2001 Entry Time: 06:26 PM

ALL VEHICLES MFR _____ VID _____ Config. No. *00* Model Year *2002*

Model Code *2 Truck* Vehicle Type *01 CERT EMISSION* Drive Code *5 4 WHEEL DRIVE STR*

Engine Type *01 OTTO SPARK* Engine Code *NA-100* Default Fuel Type *23 CARB Phase II Gasoline*

Transmission Config. *09 L4* Transmission Mode _____ Equiv. Test Wt. *4500* lb Actual Dyno HP *12.3*

Electric Coeff. (Set) A ___ B ___ C ___ (Targe) A ___ B ___ C ___

Number of Canisters *1* Canister Working Capacity *155* gm Total Canister Vol. *2.4* liter Vehicle Vol. ___ liter

Nominal Main Tank Capacity *18.5* gallon, 40% (*7.4*) gallon Nominal Aux Tank Capacity ___ gallon, 40% ___ gallon

AC *Y* Fuel Injection *Y* Turbo *N* Side Fan *4* Shift Ind Light *1 NOT EQUIPPED* Database Code *A MFR*

SourceCode *01* VIN *Not Supplied* Engine Family *2CRXT03.72D0* Evap Family *2CRXR0155GCH*

Vehicle Odometer Unit (M=mile, K=kilometer) *M* Tire & Rim Sizes *P235/70R16* Tire PSI Front *33* Rear *33*

2002 DATA FLEET KJ TT01-2

CERTIFICATION VEHICLES

Active Year *2002* Axle Ratio *3.73* Curb Wt. *4078* lb Drive Axle Wt Full Tank *1844* lb, Empty Tank *1703* lb

Idle RPM ___ Ignation Timing ___ degree Target Coast Down *13.88* sec Timing RPM ___

IN-USE VEHICLES Date Banked ___ Vehicle No. ___ Model Name ___

Owner Name ___ Work Phone ___ Home Phone ___

Test Requests

ALL TEST REQUESTS Requester *liebner* Phone *4426* Avail. Prep Date *22-02-01*

Evap *N* Particulate *N* Canister *Y* Shift Sch ID ___

	Test Purpose	Test Procedure	Req. Fuel Type	Test	Prep	No. Preps
1	01 Cert Emission	25 Calif Fuel 2-day Exhaust (w/can load)	23 CARB Phase	FTA	FTA	1
2	01 Cert Emission	03 HWFET	23 CARB Phase	HWA		
3						
4						
5						
6						
7						
8						
9						
10						

CERT TEST REQUESTS ___ MFR Rep Initial ___

LATEST MFR TEST RESULTS Reason for Confirmation *01 Random Audit*

Test Scheduler Signature

Test No.	Test Date	Test Proc	HC	HCNM	NOx	CO	CO2	FE	QCT
	02/05/1901	35							
	02/05/1901	03							

Test Date

EPA NVFEL TSD TEST REQUEST REPORT 1/20/2000

Attachment C